

An Assessment of the Cocopah Indian Nation Museum as a Potential Repository for Yuma Proving Ground Archaeological Collections



Technical Report No. 28



**US Army Corps
of Engineers®**
St. Louis District

Mandatory Center of Expertise for the Curation
and Management of Archaeological Collections

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An Assessment of the Cocopah Indian Nation Museum as a Potential Repository for Yuma Proving Ground Archaeological Collections

Archaeological Curation-Needs Assessments
Technical Report No. 28

2001

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Management of Archaeological Collections

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Executive Summary

Background

Yuma Proving Ground (YPG) is responsible for the management of archaeological and historical resources that are located on and recovered from its lands. As mandated by federal law, YPG is required to ensure that archaeological materials and their associated records are properly curated in perpetuity. YPG collections are public property, the result of many years of archaeological research and the expenditure of millions of federal dollars. A federally funded cultural resource management program provides for the recovery of materials from archaeological sites, the analysis of recovered items, the publication and circulation of a final report, and the placement of collections in storage facilities for preservation, display, or future study. In the past, however, federal agencies gave little attention to the maintenance of collections. Through the years, most collections have been stored free of charge by universities and museums. Inadequate funding and failing facilities now seriously hinder the ability of these institutions to adequately care for archaeological materials and associated records.

In 2000, YPG contacted the U.S. Army Corps of Engineers, St. Louis District to discuss a means for addressing the requirements of 36 CFR Part 79 and NAGPRA. Collections from YPG had previously been assessed as part of the Department of Defense (DoD) inventory (Felix et al. 2000). Based on information contained in the DoD assessment a preliminary curation plan was developed by YPG that calls for (1) locating a suitable repository (36 CFR Part 79 compliant) for the materials (37.5 ft² and 4.5 linear feet of records) and (2) rehabilitating all YPG archaeological collections to comply with 36 CFR Part 79. Because of its interest in developing a strong Native American consultation program and the need to comply with Executive Order 13175 Consultation and Coordination with Native American Tribal Governments (November 2000), YPG is committed to working with pertinent tribes in the region. Because of this commitment, YPG has begun discussions with the Cocopah Indian Nation, who have recently completed construction of a new museum building, to serve as a permanent long-term repository for YPG collections provided that the facility is found to be in compliance with 36 CFR Part 79.

In late January, 2001 St. Louis District personnel met with the YPG cultural resource manager (Delores Gauna) and members of the Cocopah

Museum staff to conduct an evaluation the programs, the collections, and the physical structure for use as a curation facility. The museum is located approximately 60 miles from Yuma Proving Ground, just outside Yuma Arizona.

This report examines the proposed museum as a housing center. The staff, program and the Yuma collections were also examined. Specific inspections and evaluations conducted for this project included the following.

1. A building evaluation covering structural adequacy, space use, environmental controls, security, fire detection and suppression, and pest management was completed for the Cocopah Museum. Data collected through discussion and observation enabled an assessment of the repository in accordance with 36 CFR Part 79.
2. Additionally, a brief inspection was conducted of YPG collections stored on post. However, because previously collected curation-needs data exist for these materials a new curation assessment was not conducted. Instead YPG collections located during a previous evaluation (Felix et al. 2000) will be coalesced and rehabilitated by the St. Louis District. A separate report outlining the curation protocol and associated catalog will be prepared for YPG detailing the archaeological collections rehousing effort.

Findings

Status of Facility

1. **Repository Maintenance:** The Museum is professionally serviced on a daily basis. Collections storage areas are cleaned either by the curatorial staff or by maintenance staff. No extraneous items, such as field equipment, hazardous chemicals, or personal items in collections storage areas; an unacceptable practice in professional collections repositories, were found.
2. **Environmental Controls:** The Museum controls temperature through the use of central or radiated heat and air conditioning. A humidification system is also present in the facility but is not currently in use.
3. **Security:** The Museum meets the minimum federal standards for security through the presence of an intrusion alarm system. The Museum is also patrolled by Tribal police nightly.
4. **Fire Detection/Suppression:** The Museum does not currently possess adequate fire detection and suppression

devices. The addition of a sprinkler system as well as a wired detection system is required.

5. **Pest Management:** The Museum controls for pests on a monthly basis through the use of a professional service.

NAGPRA Compliance

NAGPRA materials are not part of YPG collections.

Status of Repository Collections Management Standards

The Museum possess an accession plan for current collections. This consists of accepting the collection (final acceptance is made by the Tribal Elders), processing the collection in order to deal with any special needs, and accession into the system. Other policies and procedures are currently under going some review and augmentation and a new database for collections management has yet to be fully integrated.

Conclusions

As steward of these collections, YPG should be commended for executing this plan. The ability to forge a partnership with the Cocopah is an extremely effective manner in which to deal with the long-term care of its archaeological collections and of creating a better bond between Native Americans and the Federal Government. YPG is encouraged to continue to make all necessary support available for the continued maintenance of this effort. The Cocopah Nation is also to be commended, they have constructed a museum and collections repository for objects and records with a logical mission and well constructed and directed programs.

Acknowledgments

We thank Ms. Delores Gauna, YPG cultural resource manager for her assistance with this project. In addition, the following individuals from the Cocopah Museum provided great time and effort to assist St. Louis District personnel in the completion of their work. For their assistance and contributions this evaluation, and to those not mentioned who may have assisted us in any way, we offer our whole-hearted gratitude.

Cocopah Museum

Elisa Wanstall, museum director/cultural programs coordinator, Marilyn Hayes, collections manager, Alex Martinez, maintenance head.

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Report 20 U.S. Army Engineer District, St. Louis.
Prepared for the Department of Defense, Office of the
Deputy Under Secretary of Defense, Environmental
Quality, Legacy Resource Management Program,
Washington D.C.

Introduction

Yuma Proving Ground (YPG) is responsible for archaeological materials and accompanying documentation (hereafter referred to as archaeological collections) recovered from YPG-owned land. This responsibility is mandated through numerous pieces of legislation, including the Antiquities Act (16 U.S.C 431-433), the Historic Sites Act of 1935 (16 U.S.C. 461-467), the Reservoir Salvage Act of 1960 (16 U.S.C. 469-469c), the National Historic Preservation Act of 1966 (16 U.S.C. 470-470x-6), and the Archaeological Resources Protection Act of 1979 (16 U.S.C. 470aa-470mm). Executive Order 11593 (U.S. Code 1971) and amendments to the National Historic Preservation Act in 1980 provide additional protection for these resources. Federal standards for preservation of archaeological collections are detailed in 36 CFR Part 79, Curation of Federally-Owned and Administered Archeological Collections.

Methods

In 2000, YPG contacted the U.S. Army Corps of Engineers, St. Louis District to discuss a means for addressing the requirements of 36 CFR Part 79 and NAGPRA. Collections from YPG had previously been assessed as part of the Department of Defense (DoD) inventory (Felix et al. 2000). Based on information contained in the DoD assessment a preliminary curation plan was developed by YPG that calls for (1) locating a suitable repository (36 CFR Part 79 compliant) for the materials (37.5 ft² and 4.5 linear feet of records) and (2) rehabilitating all YPG archaeological collections

to comply with 36 CFR Part 79. Because of its interest in developing a strong Native American consultation program and the need to comply with Executive Order 13175 Consultation and Coordination with Native American Tribal Governments (November 2000), YPG is committed to working with pertinent tribes in the region. To that end, YPG has initiated preliminary communications with the Cocopah Indian Nation to explore whether the Nation would be willing to serve as a long-term repository for its cultural resource collections. The Cocopah possess a newly constructed museum that YPG wishes to utilize for curation contingent upon the facility being in compliance with 36 CFR Part 79.

At the direction of the YPG cultural resource manager, St. Louis District met with the YPG cultural resource staff and the Cocopah on 30 January 2001 to initiate the project, the beginning of which was to evaluate the Tribal museum in order to ascertain its suitability as a long-term curation repository.

Field Inspection and Assessments

1. A building evaluation covering structural adequacy, space use, environmental controls, security, fire detection and suppression, and pest management was completed for the Cocopah Museum. Data collected through discussion and observation enabled an assessment of the repository in accordance with 36 CFR Part 79.
2. Additionally, a brief inspection was conducted of YPG collections stored on post. However, because previously collected curation-needs data exist for

these materials, a new curation assessment will not be conducted. Instead YPG collections located during a previous evaluation (Felix et al. 2000) will be coalesced and rehabilitated by the St. Louis District. A separate report outlining the curation protocol and associated catalog will be prepared for YPG detailing the archaeological collections rehousing effort.

NAGPRA-Compliance Assessment

According to previous information and the YPG cultural resource manager no NAGPRA-related remains and/or associated/unassociated objects are currently part of the YPG archaeological collection. A review of the collections during the rehousing effort is appropriate and will serve to verify this determination.

Report Preparation

The report prepared for YPG will consist of a detailed examination of the Cocopah Museum to determine its compliance with 36 CFR Part 79. As noted above, a detailed description of rehousing efforts will follow under separate cover.

Chapter Synopsis

Chapter 2 describes the current condition of the Cocopah Museum in the form of a detailed evaluation of the repository. Chapter 3 will briefly summarize the findings of the previous chapter and provide a list of detailed recommendations for the improvement of the repository.

2

Cocopah Museum

Cocopah Indian Nation

Repository Summary

Date of Visit: January 30, 2001

Persons Contacted: Delores Gauna, YPG cultural resource manager, Elisa Wanstall, museum director/cultural programs coordinator, Marilyn Hayes, curations/collections manager, Alex Martinez, maintenance head

The Cocopah Museum (hereafter, the Museum) is located near Yuma, Arizona, in a 7,325 ft² six-year-old building (Figure 1). The Museum was built by the Cocopah Tribe as a place to store and exhibit cultural items created by tribal members as well as to house documents pertaining to tribal history and administration. Additionally, the museum serves as a link between the Cocopah and many different groups who come to the area at different times throughout



Figure 1. Exterior view of the Cocopah Museum.

the year. The Museum is strongly connected to the tribe and is often used as an information center to disseminate information about tribal customs and lifeways to tribal members and non-tribal visitors. The museum's main mission is divided into three main emphasis area; (1) tribal-oriented activities, (2) outreach/education activities, and (3) visitor programs.

Layout

The Museum in plan view resembles a large T in terms of layout and is divided into six major function areas: (1) exhibit, (2) staff/administration, (3) library, (4) archives, (5) collections management, and (6) maintenance areas (Figure 2). A large exhibit space occupies approximately 1600 ft² and is located at the base of the T (northern end). A connecting hallway leads to restrooms and a gift shop area. Exterior doors are located at either end of this corridor to the cross beam of the T. At this point one enters into the large (c.2046 ft²), centrally located staff area. Reception, gift shop management, and museum administration tasks are conducted from this location. This staff area has two metal doors along the south wall that open to the outside of the building and into the staff parking lot.

The east section of the staff work area is a small tribal library. Directly east of the library is the tribal archives room, a segregated, secure area that measures approximately 540 ft² and primarily holds administrative records for the tribe. It is a

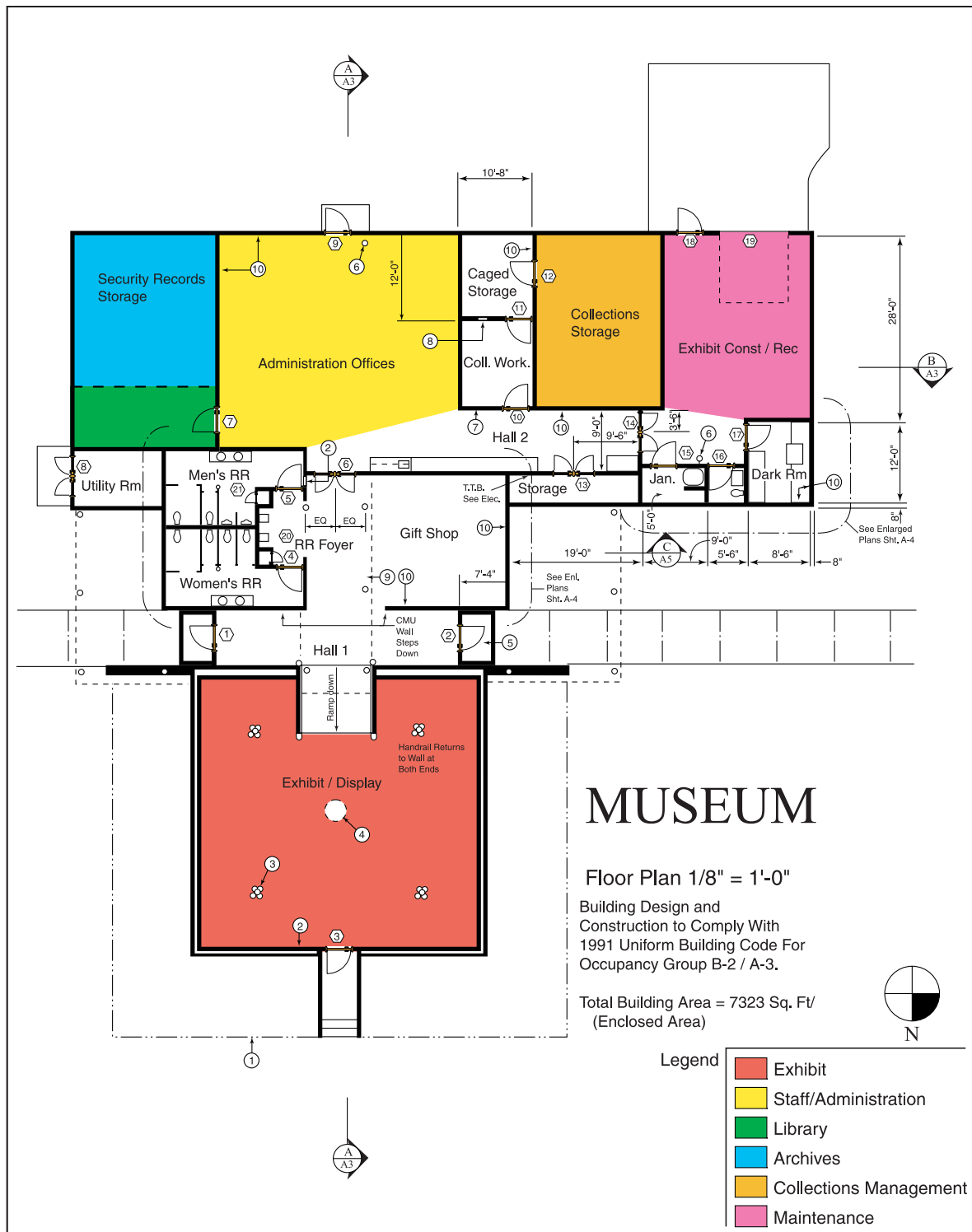


Figure 2. Cocopah Museum floor plan.

rectangular room with only one entrance and no secondary access. The room is well lit and organized and contains the latest in modern museum cabinetry.

The door is metal and appears to be fire rated. At the opposite end of the T (facing west), is the collections storage area. This area is divided into two sections.

The first serves as the museum assistant and collections managers office/work areas (c.225 ft²). Immediately adjacent to this work space is the collections storage room, which measures 384 ft². The collection storage area is a segregated room just off the main office area and has only one entrance and exit and no outside-leading access. Adjacent to the collections storage area is a large maintenance area (544 ft²). This area combines office and storage for maintenance staff and equipment. It has access to the outside in the form of a standard metal door and a large roll-up door. This room was originally designed as the collections holding room. A darkroom was also designed as part of this complex. Because of the rapid growth of the museum and the need for space—particularly for maintenance activities to support the museum—the entire area was turned into a maintenance area and closets. Entrance to this area is through two glass doors. All portions of the building share the same structural, environmental, pest management, security, and fire safety systems.

Structural Adequacy

The repository has a concrete foundation, steel frame, and concrete block exterior walls. The roof, which is original to the building, consists of a rolled asphalt shingle covering. Interior walls are cinder block with sheetrock facing. Interior doors are solid wood. Exterior doors are steel or glass and steel.

Some past episodes of leaking from the roof have been noted in the Tribal Archives room, but this is currently under control and scheduled for repair. All utility systems are original and have undergone no major episodes of repair or upgrade.

Windows are located throughout the main portions of the building but not in either of the collections areas. All windows have aluminum frames and are sealed. Windows located in the main staff area of the Museum are problematic in that they face south and allow radiant heat to enter the room (Figure 3).

The central work area assembly becomes uncomfortable during the day, particularly in the summer because of excessively high temperatures from light shining through the windows. This necessitates an unnecessary increase in the use of the air-conditioning, which will ultimately increase the wear and tear on the system. Museum staff are



Figure 3. South-facing windows in the staff work area.

working on the problem and have installed small window-sized blinds on some of the windows in an attempt to relieve the problem. A permanent solution is still forthcoming.

Besides the sunlight issue, museum personnel indicate no evidence of water or air leaks around any of the windows. However, Museum staff note that during strong rain storms, water rushing down from the roof does have a tendency to pool along the sidewalk at the rear of the building (Figure 4). This happens very infrequently as torrential rain is limited to only a few times a year.



Figure 4. Downspouts that cause occasional pooling of rainwater on sidewalk.

St. Louis District personnel noted five exterior entrances to the building. However, the archives and collections sections are only accessible from the interior of the building. All portions of the Museum are above grade and there is no construction that is on-going at the facility that

would impact any portion of the museum or any of its activities.

Environment

The museum has central heat and air conditioning (zoned) that are equipped with dust filters. These filters are checked and changed on a monthly basis except in the summer when they are checked more frequently. Temperature is maintained to staff preferences and humidity is not monitored or controlled. Because of the increase in heat caused by south facing windows in the staff area, it is our opinion that the air conditioning is being overtaxed as it is necessary to use it even during cooler months. This is not a systemic problem, but it may lead to more frequent repair of the HVAC system. The collections storage room and the archives room are zoned and can be set at different target temperatures. The museum also possess a humidification system that is currently not in use.

Pest Management

The Museum conducts pest management on a regular basis. The program consists of professional spraying at the end of each month. Daily janitorial maintenance is also conducted by maintenance staff.

Security

Security measures for the repository consist of sealed windows that are wired to the security alarm, key locks, dead-bolt locks, key pads on exterior doors, key locks on interior doors, lockable storage cabinets for collections and records, an intrusion alarm that is wired to a central monitoring office, nightly patrols by Tribal Police, and controlled access by staff.

Fire Safety Systems

The Museum currently possesses smoke detectors and fire extinguishers that are situated throughout the building. Smoke detectors are checked regularly as are the extinguishers. The latter being checked monthly.

Collections Storage

Museum collections are currently stored on open, baked enamel, metal shelving units, fiber board shelving units in acidic cardboard boxes or inside Steel Fixture® cabinets. Archival (e.g., documents, photographs, etc.) materials are stored in cabinets, in archival boxes, or inside cabinets—most of which are of the highest quality. Current storage practices serve to protect most of the collections from dust accumulation. In addition, no chemicals are stored near the collections areas, however chemicals are stored in the maintenance area.

Collections Management Standards

The Museum possesses an accession policy for collections that consists of acceptance of the material from the donor by the Tribal Elders. The material is then cleaned and attended to for contaminants, if necessary by the collections manager. It is then packaged and given an accession number. Any documentation that accompanies the materials is similarly treated.

Curation Financing

The Museum receives funding from the Tribal budget for cultural programs. Curation is covered from this funding as well. If the Museum requires additional funding they must bring the request before the Tribal Council who then decides whether or not to allow the increase.

Curation Personnel

Because of the nature of the Museum's varied mission each of the nine current staff members are trained to perform various functions and to coordinate specific events for the facility. However, the Museum does have two dedicated positions for curation/collections management. Both the museum assistant and the collections manager focus primarily on maintaining the Museum's collections, however the museum assistant does provide assistance to other museum personnel from time to time.

Access to Collections

Access to the collections is limited to Museum personnel. Any person wishing to examine materials currently housed at the museum must submit their

requests to the museum director, the collections manager, and/or the Tribal Elders.

Future Plans

The Museum is hoping to expand their holdings and thereby add to the diverse materials in their care. However, at this point in time, there are no plans to augment the current museum building except through the addition of storage equipment and processing supplies.

Comments

1. Overall, the Cocopah Museum provides a strong foundation from which a solid, well rounded curatorial facility can be fashioned. The museum has an innovative and knowledgeable director who has a clear vision of the mission of the museum. She and her staff are well trained and clearly recognize that long-term training is the key to a successful museum.

The museum staff are well trained in administrative and logistical functions and for this they are to be commended. Their professionalism is a model of how a small community can fashion a first rate museum that serves the needs of the greater regional area.

Only one major element requires immediate attention. The single most critical need is the immediate addition of a fire detection/suppression system throughout the museum. The museum must have a fire detection/suppression system to ensure the safety of the staff, exhibits, and collections. Secondly, the staff should consider the installation of emergency exits in the collections and tribal archives rooms. While not needed to meet federal standards, the installation of such exits will add to fire safety precautions and serve to protect staff working in these areas.

2. There appears to have been a persistent roof leak in the Tribal Archives room, in the southeast corner. Presently, the leak is under control and scheduled for repair. Upon closer inspection of the roof, the assessment team found that the area in question is directly beneath a part of the roof whose design tends to allow for water to collect after a rainstorm. The standing water then has a better chance of seeping into the building (Figure 5). The addition of some copper flashing to this area is recommended to



Figure 5. Corner of roof over Tribal Archives room. The sharpness of this corner might be responsible for the persistent leak in the archives.

act as a slide for water to pass off the roof into the gutters.

3. The office area occasionally is unusually warm, which could be uncomfortable for the staff. This occurs because the office area has south-facing windows that allow unneeded solar radiation to enter the area (See Figure 3). The staff and director informed us that the general solution has been to increase the air conditioning. Such an increase puts an unneeded load on the HVAC system, which may cause problems for the system in the long-term.

4. Some water was also been noted collecting on the sidewalk located on the South wall of the museum building. An examination of the drain system revealed a flaw that is easily corrected. Due to the position of the down spouts in this area, (See Figure 4) water is not projected far enough away from the building and is, instead, released directly on the sidewalk, very close to the bottoms of the doors leading into the museum. The team noted that the placement of French drains near the down spouts would eliminate standing water on the sidewalk by providing for an area that allows for water to be quickly distributed away from the building. This improvement will also lessen attrition to the base of the structure where water currently collects during heavy storms.

Recommendations

In general the structure is well built and maintained. It has a very able Director and staff who are committed to serving the community. To this end we offer several recommendations that we feel will greatly enhance the museum.

1. Install a fire detection/suppression system for the entire museum building. The system can be either a wet or dry pipe sprinkler system but should tie into the existing intrusion alarm system for 24 hour monitoring. Placement of sprinkler pipes should not be over any of the collection storage units, but rather should be directly over the aisles in the archives and collection rooms. The system should include wired heat/smoke detectors that can replace the battery operated detectors currently in use. In addition, the museum should increase its complement of fire extinguishers and place additional units in the maintenance section and near the gift shop and rest room areas.

2. Museum management should consider the installation of two emergency exit doors one each in the tribal archives room and the collections room. Although not mandatory it is a strong safety precaution that will greatly increase staff safety.

3. As noted in Comment 2, copper flashing should be added to the southeast corner of the roof of the museum building. The addition of the flashing and appropriate sealant should correct the problem of standing water in the corner and resultant leaks in the building. Additionally, the rolled asphalt covering on the roof should be monitored and placed on a regular replacement/repair schedule.

4. As noted in Comment 3, the application of either tinted windows or a type of blind/shading method to the south-facing windows in the staff area should be conducted to reduce the excessive heat in the room. Staff should also consider redesigning the office space. Currently the Museum has no privacy for staff. This is not acceptable particularly for the Director who requires privacy for many of her conversations. Staff also need a modicum of privacy to be efficient. A redesign of the current space is not required but is strongly encouraged.

5. The addition of a French drain system at the rear of the building beneath the downspouts should alleviate the problem noted in Comment 4. Such a drain will effectively remove any standing water that might accumulate near the back doors during a heavy down pour. This will also help preserve the integrity of the foundation.

6. The small food area that is located at the front of the staff office area should be removed so as to ensure that no pests result from its presence. If possible, a kitchen/break area should be set up in another building. Likewise, any chemicals that are stored in the maintenance area should not be stored in proximity to the collections room. They should, if possible, be placed in fireproof, locking cabinets on the outside of the building, or near the rear door.

7. The addition of “sticky traps” and continued vigorous monitoring for pests would compliment the current pest management system at the Museum. This addition would be especially beneficial if the small food area in the Museum were to remain where it currently is located.

8. Current storage practices should be augmented through the use of archival containers for documents and collections. YPG collections should be stored in acid free boxes and all documentation should be stored in archival primary containers. The Museum has a strong curation ethic that will continue to thrive once collections management policies and procedures are finalized.

9. Current curation policies/procedures should be increased to include some combination of the following.

- **Accession Files**—files that list all materials that have been formally accepted as part of the collection (note: the Museum has an accession system in place).
- **Location Identification**—A finding aid that shows where collections are stored within the storage area
- **Cross-Indexed Files**—A file that ties collection information to one or more salient characteristics (e.g., information pertaining to a particular collection is linked to the

archaeological site that generated the collection).

- **Published Guide to Collections**—A report that lists holdings of the Museum. To be used as a reference guide only.
- **Site-Record Administration**—A policy that allows for the integration of state site forms/reports that pertain to archaeological sites from which the collections have been generated.
- **Computerized Database Management**—A policy that sets forth a particular database that will be used to record the holdings of the museum, the frequency with which the database will be updated and backed up, and the extent of information that will be available for Museum staff and researchers to use (note: The museum has a database that is currently being upgraded).
- **Minimum Standards for Acceptance**—A policy that clearly defines and outlines the types of collections that the Museum will accept (note: the Museum has such a policy in place).
- **Curation Policy**—A policy that Museum personnel follow when a collection has been offered to the Museum for permanent, long-term care (note: the Museum has such a policy in place).
- **Records-Management Policy**—A policy that outlines how records will be maintained by Museum staff. This pertains to record collections that are donated and accessioned by the Museum and those documents pertaining to a collection that are generated by Museum staff (e.g., accession records, donor files, etc.).
- **Field-Curation Guidelines**—Guidelines created by a repository and sent to archaeological contractors to be used to adequately prepare collections for placement in said facility.
- **Loan Procedures**—A policy that outlines how and the Museum will honor any loan requests for a collection or collections.
- **Deaccessioning Policy**—A policy that outlines how the Museum will remove a collection from its holdings (note: there is currently no deaccessioning rule for Department of Defense (DoD) collections). All parts of a DoD collection are currently required to be maintained in long-term storage.
- **Inventory Policy**—A policy that outlines how the Museum conducts an inventory of its holdings, with what frequency it executes the inventory, and the pertinent individuals who are notified of the inventory and its results.

3

Findings Summary

The Cocopah Museum does not currently meet the minimum standards of 36 CFR Part 79 (Table 1). However, with the addition of a fire-detection and -suppression system it will meet those standards and provide adequate storage for YPG archaeological collections.

Table 1.
Presence/Absence of Infrastructure Controls
at Cocopah Museum

Infrastructure Controls	Cocopah Museum
Fire Safety ¹	no
Security ²	yes
Environmental Controls ³	yes
Pest Management ⁴	yes

¹ Indicates that a repository possesses adequate fire detection and suppression capabilities.

² Indicates that a repository possesses an adequate intrusion detection and deterrent system.

³ Indicates that a repository possesses adequate environmental controls, specifically providing for air conditioning and heat in the repository and collections area.

⁴ Indicates that a repository possesses regular monitoring and control for pests.

Repository Maintenance

The Museum is professionally serviced on a daily basis. Collections storage areas are cleaned either by the curatorial staff or by maintenance staff. No extraneous items such as field equipment, hazardous chemicals, or personal items are kept in collections storage areas; an unacceptable practice in professional collections repositories.

Environmental Controls

The Museum controls temperature through the use of central or radiated heat and air conditioning

(Table 1). A humidification system is also present in the facility but is not currently in use.

Pest Management

The Museum controls for pests on a monthly basis through the use of a professional service (Table 1).

Security

The Museum meets the minimum federal standards for security through the presence of an intrusion alarm system (Table 1). The Museum is also patrolled by Tribal police nightly.

Fire Safety

The Museum does not currently possess adequate fire detection and suppression devices (Table 1). The addition of a sprinkler system as well as a wired detection system is required.

Curation and Collections Management

The Museum possesses an accession plan for current collections. This consists of accepting the collection (final acceptance is made by the Tribal Elders), processing the collection in order to deal with any special needs, and accession into the system. Other policies and procedures are currently under going some review and augmentation and a new database for collections management has yet to be fully integrated.